

Actors Circle Standing Rules

September 1, 2022 to August 31, 2023

Article 1. Board Membership

Section 1.1 Board Term Limits

- (a) Term: Newly elected board members will have a term of three years.
- (b) Term Limit: Newly elected board members will have a limit of two consecutive terms. Upon a majority vote of the board a board member subject to a term limit can have their membership extended for another term.

Section 1.2 Absences

- (a) Excused: A member of the board is automatically removed from active membership after six absences during any one season. A discussion regarding reinstatement must be held at that board meeting.
- (b) Unexcused: The board must hold a discussion on the removal of a board member after three unexcused absences during any one season. Removal can take place by a majority vote of the quorum.

Section 1.3 Expectations

- (a) Board members are expected to make a significant contribution to at least two productions per year.

Article 2. Standing Committees

Section 2.1 There will be six standing committees.

- (a) **Play Selection Committee.** The chair of the play selection committee will be the vice president (stipulation in bylaws).

(1) Charge of the Play Selection Committee

The Play Selection Committee is charged with reviewing any use of the Theater or other Actors Circle resources. This includes:

- i. Master Schedule: the chair of the play selection committee must keep a master schedule of the theater space outlining production dates, rehearsal periods and other theater usage times (including times set aside for renovations and maintenance).
- ii. Main Season: The play selection committee will present a calendar for a six-production main season by the November board meeting. Shows and directors for these productions should be presented by the February board meeting.
- iii. Summer Season: The summer season will consist of no more than two productions as approved by the board of directors.
- iv. Other Uses of the Theater: Any use of the theater or of other Actors Circle resources, including special performances, movies, classes and rentals must come to the play selection committee for review before being taken to the board of directors.

- (b) **Fund Raising Committee:** The chair of the Fundraising Committee will be selected by the president.
- (c) **Production Committee:** The chair of the Production Committee will be the Producer of the current production. The production committee should include the director, stage manager, set builder and lighting designer, and any other individuals deemed critical to the production by either the director or producer. This may include (but is not limited to) set designer, costume designer and dramaturge.
- (d) **Theater Maintenance Committee:** The chair and membership of the Theater Maintenance Committee will be selected by the president.
- (e) **Grant Writing Committee:** The chair and membership of the Grant Writing Committee will be selected by the president.

Article 3. Productions

Section 3.1 Main Season Productions

- (a) The Main Season of Actors Circle should consist of at least six shows.
- (b) All Main Season shows must be shows that have been produced on Broadway or Off Broadway.

Section 3.2 Summer Season Productions

- (a) Summer season productions can consist of published plays or original productions.
- (b) Original productions (other than a collection of short original plays) can be approved only after a quorum of the board of directors attends a reading of that play.

Section 3.3 Production Organization

- (a) All Productions must have a producer appointed by the Board of Directors and a director approved by the Board of Directors.
- (b) A budget must be presented to the board of directors before a production receives final approval.
- (c) Both the Director and the Set builder must have signed contracts before a production receives final approval.
- (d) An initial production meeting for all Main Season shows must be held during auditions. Attendance at this production meeting should include the Producer, the Director, the Stage Manager, the Set Builder and the Lighting Designer. The Producer must submit a report of the meeting to the Board of Directors, and this report must contain a rehearsal schedule.
- (e) All phone reservations for 6 or more are tentative until confirmed by an Actors Circle Representative. The reservation phone message should reflect this policy.

Section 3.4 Compensation

Actors Circle is an all-volunteer organization and there will be no compensation provided for any position.

Section 3.5 Procedures

- (a)** The producer is responsible for administering the cast party at a cost of no more than \$10.00 per member of the cast and crew.
- (b)** The Director/Producer shall have exclusive rights to the stage area behind the main curtain during the rehearsal period as outlined in the theater master schedule. The board may use the theater during that period for presentations, exhibitions, or other similar uses that only require the space in front of the main stage curtain after a minimum of a two week notice to the Director/Producer and if it does not interfere with the rehearsal schedule submitted to the board.
- (c)** The Director/Producer shall have exclusive use of the theater for the two-week period preceding the production.
- (d)** If there is a medical emergency in the theater licensed medical personnel should be called and the patron or actor transported to the hospital by ambulance or other appropriate and licensed medical transport.
- (e)** A board member or approved board representative should be present in the house during the entire show.
- (f)** Space permitting, greeters who are not board members will get free admission to a show.
- (g)** No furniture, carpets or decorations from the lobby can be used on stage in a production without the approval of the executive board.
- (h)** Each production will adhere to the procedures as outlined in the "Policies of Actors Circle" revision 9/11.

Article 4. Theater Rental

Section 4.1 Procedure

- (a) Rental of the theater requires a signed contract stipulating the renter assumes all liability and has demonstrated an insurance waiver to that effect.
- (b) All theater rentals must be approved by the Board.

Section 4.2 Cost

- (a) Rental costs are set at \$50 per day for rehearsal purposes and \$100 per day for performances

Article 5. Approval

Section 5.1 Process

- (a) Standing rules will be approved at the first meeting of the season and will remain in effect for the entire season. If standing rules are not approved at the first meeting the existing standing rules will remain in place until a new set is approved.
- (b) Standing rules may be altered by majority vote of the quorum at any regular board meeting.

Approved 5/9/23